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SEP 9 1954

MEMORANDUM FOR: Chief, Administrative Staff, IO

FROM : Chief, Supply Division

SUBJECT : Logistics Regulatory Issuances

1. Listed below is an outline of Supply Division Regulatory Issuances in process and proposed for the fiscal year 1955.

| NUMBER | SUBJECT | ESTIMATED DATE OF SUB. TO RCS | COMMENTS | |
|--------|--|----------------------------------|--|------|
| 25X1 | General Concepts and Policies | | Revised draft submitted to RCS | 25X1 |
| | Supply Economy | November 1954 | To replace existing Notice | |
| | | | New issuance | 25X1 |
| | Supply Economy | November 1954 | New issuance | |
| | Accountability and Responsibility | | Revised draft submitted to RCS | |
| | Accounting | | Revised draft submitted to RCS | |
| | Accounting | | Change 1 submitted to RCS on 1 July 1954 | |
| | Property Accounting for Headquarters Controlled Projects | November 1954 | Handbook has been distributed to interested elements for working level comments and/or concurrences. | |

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| <u>NUMBER</u> | <u>SUBJECT</u> | <u>ESTIMATED DATE OF SUB. TO RES</u> | <u>COMMENTS</u> |
|---------------|--|--|--|
| | Catalog | | Revised draft submitted to RCS. |
| | Property Standardization | June 1955 | To establish property standards for Headquarters and Depots. To replace existing Notices [redacted] and [redacted] New issuance. ✓ |
| | Property Standardization | June 1955 | New issuance. |
| | Stock Levels | | Revised draft submitted to RCS. |
| | Requirements Forecast | March 1955 | Regulation to give policy, Handbook to outline procedure. |
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| | Requisitioning | | Submitted to RCS 1 July 1954 |
| | Preparation and Submission of Requisitions | | Submitted to RCS 1 July 1954 |
| | Common Usage Item Hardware and Hand Tools | | Cancellation OK'd by EIB to RCS 9 Sept 54 |

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| NUMBER | SUBJECT | ESTIMATED DATE OF SUB. TO RCS | COMMENTS |
|--------|---|---|---|
| | Administrative Building Supply Offices | January 1955 | Their use by Headquarters personnel. |
| | Distribution and Transfer of Property | | Revised draft submitted to RCS. |
| | Issue, Use and Loan of Property | | Revised draft submitted to RCS. |
| | Executive Furniture <i>Furnishings for Quarters</i> <i>Regulated Items</i> <i>Issue and Use of</i> → <i>Recst#</i> Material Disposition | November 1954 <i>Nov 54</i> <i>Nov 54</i> <i>re categories</i> | Policy as to who is entitled to executive furniture and to establish specific allow- ance of executive furniture. <i>generalens & off having been resp.</i> Revised draft submitted to RCS. |
| | Material Disposition | October 1954 | Change No. 1 will be submitted after publication of basic Regulation. |
| | Material Disposition | October 1954 | Change No. 1 regarding para- graph 3a and 5b submitted to RCS 1 July 1954. |
| | Replacement Standards for Administrative Equipment | January 1955 | Establishment of replacement factors. |
| | Replacement Standards for Administrative Equipment | January 1955 | Establishment of replacement factors. |
| | Boards of Survey | | Revised draft submitted to RCS. |

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| <u>NUMBER</u> | <u>SUBJECT</u> | <u>ESTIMATED DATE OF SUB. TO RCS</u> | <u>COMMENTS</u> |
|---------------|--|--|--|
| | Boards of Survey | | Change 1, required, see ✓ Security Office comments on |
| | <i>Liquid Typewriter Copy Cleaner</i> | | <i>Change</i> |
| | Material Caching | October 1954 | To establish policy on development, coordination, and implementation of caching programs. |
| | Material Caching | October 1954 | To establish policy on development, coordination, and implementation of caching programs. |
| | Preservation of Material for Caching | June 1955 | The establishment of standards for preservation of materials for caching. |
| | Preservation of Material for Caching | June 1955 | The establishment of standards for preservation of materials for caching. |
| | Property Passes | January 1955 | Establish policy and authority for issuance of temporary and permanent passes. |
| | Field Supply Procedure | November 1954 | Handbook has been distributed to interested elements for working level comments and/or concurrences. |
| | Detached Station Field Supply Procedure | November 1954 | Handbook has been distributed to interested elements for working level comments and/or concurrences. |

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ESTIMATED DATE
OF SUB. TO RCS

COMMENTS

[] Station
Supply Procedure

March 1955

For [] stations other
than Logistics.

25X1

Storage and Issue of
Hazardous Material

June 1955

To cover ordnance and TSS
items.

Storage and Issue of
Hazardous Material

June 1955

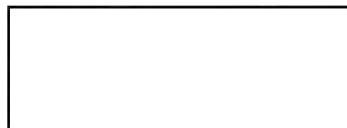
To cover ordnance and TSS
items.

Storage Space Report

November 1955

To record total space
available and in use.

2. In addition, all regulations and handbooks, once published, will be reviewed twice annually for the purpose of making changes dictated by experience, new developments, etc. During FY 1955, this review will include all presently published regulations and handbooks.



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LO/SD/CS:LED:adeg (9 Sept. 1954)

Distribution:

- 1 - Supply Division
- 1 - Control Staff

Furnishings for Quarters?

Agency ~~Supply~~

*Furnishings for Org Quarters (will proceed this
Supply ~~aspects~~ [])*

for Agency Quarters (new issuance)

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